

## Questions And Answers

### Forms Management RFP 13-07-BS

Question	Answer
when you state "tear off strip" do you mean a tear off stub?	The strip is the same as a tractor feed form except it is at the top of the form.
Do you want us to quote the annual usage or order quantity?	If you can offer storage then quote by the annual usage otherwise quote for the order quantity. If there is a cost for storage you would add that to the annual cost.
Will we be taking inventory from you now and putting in our warehouse for distribution or are we stocking warehouse as the forms are replenished and distributing as needed.	You will only be storing the forms as they are replenished. We will store the existing inventory.
Freight to Salinas: Is the product FOB delivered from my manufacturer to our warehouse and Courts will pay for freight from our warehouse to Salinas as forms are delivered?	Vendor is responsible for freight.
If the answer is "Vendor is responsible for freight on each scenario described, please advise in what increments we will be shipping? Can forms be shipped in same cartons with separate packing list?	We will order by the case. Yes forms can be shipped in same cartons with sperate packing list.
Order quantities: appears most are 1X or 2X per year, will we be ordering the whole year and shipping out each 6 months from the warehouse?	If vendor offers storage we will order 4 times a year. If not then it will be 2X per year.
2.1.2 states a separate proposal may be submitted for Traffic Courtesy Notices and Jury Summons if applicable.  Does the court want a proposal for these items as an outsource solution?	Yes.
Should the vendor consider the cost/time to typeset each Form assuming there is no artwork for any of the forms itemized on Attachment 6 - Cost Sheet?	Yes. There is no guarentee that the vendor that printed this job would be willing to turn over their artwork.
Can you please provide a detailed explanation of the "Workload Report"?	The Workload Report would show the quantity ordered by the print vendor and reflect the dates and quantities that the form was sent to the court and the balance in storage after each request.
The RFP states that the vendor carry enough inventory for immediate availability, who owns the inventory? Is the vendor expected to carry that inventory at their risk?	The vendor owns the inventory until it is shipped. The quantity you keep on hand depends on the time it would take to print the job and still meet the needs of the court.

In an effort to improve efficiency, is MCSC open to standardize the colors on the multiple part forms? For Example; 4 part - white/canary/pink/goldenrod?	We may be able to accomplish this for some of the forms but not all.
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